

The Faculty Messenger

OFFICE OF THE PROVOST



Welcome Back! January

NEWS AND INFORMATION:

Reminder: If you are requesting a reimbursement, please remember that you must submit a [Travel and Expense Form](#) or [Payment Order](#) form (both located on the Accounts Payable site) with your original receipts. Not submitting the correct form will only delay your reimbursement. Please make sure to review [reimbursement guidelines](#) also located on the Accounts Payable site.

There are no faculty lunches or lectureships this month. But February promises the continuation of good food and John Green '00.

There is no Chairs' Meeting this Month. These will resume in February.

There is a special Excel training for AAs on Friday 1/10, sponsored by the Provosts' Office and taught by Orland Sprockel. See calendar below.

New: We will have a couple of staffing changes to begin the new year. **Kim Frimel** has resigned as Administrative Assistant in the Academic Division as she is moving out of state. Her last day was Monday, January 3rd and the search for her replacement will begin immediately.

In addition, **Michelle Foster** will be leaving the Office of the Provost to become the Assistant Director of Human Resources for Benefits, taking over Donna Simmerman's role, as she is retiring. A search for Michelle's replacement will begin immediately.

Finally, **Amy Quinlivan** has been promoted to Coordinator of Administrative Services, Office of the Provost. Join me in congratulating Amy for this recognition of her good work.

DEADLINES:

[Electronic Course Reserves Being Accepted for Spring, 2014](#)

[TTEA Nominations](#)—January 17th

[Labalme Faculty Research Grants for International Travel](#)—January 28th, 4:30 p.m.

Faculty Teaching Grants—February 18th, 4:30 p.m.

Faculty Research Grants, Round 2—March 18th, 4:30 p.m.

EVENTS:

JANUARY 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9 Kerry Ann Rocquemoire Workshop at Denison, Burton Morgan Center 9am-Noon	10 Excel Training Workshop for AAs RBH 311 Lunch Provided, 9:00am Provost Office Hours 9-11am Assoc Prov Office Hours 2-4pm	11
12	13	14	15	16	17 Provost Office Hours 9-11am Assoc Prov Office Hours 2-4pm TTEA Nominations Due	18
19	20 MLK Day, Adjusted Class Schedule	21 People & Places 11:45am—1pm, Pierce Lounge "Athletics Discussion with	22 Kenyon Seminar—Ruth Dunnell, 4:15 p.m., Timberlake 5	23	24	25
26	27 Faculty Meeting 4:10pm—5:45pm, Higley Aud	28 Labalme Faculty Research Grants Due , 4:30 p.m.	29	30	31 Provost Office Hours 9-11am Assoc Prov Office Hours 2-4pm	

SEMESTER AT A GLANCE:

January 11th, Saturday—Student Residences open at 5:00 p.m.

January 13th, Monday—**Classes Begin**; Drop/Add Begins

January 21st, Tuesday—Last Day to Audit; Drop/Add Ends

February 6-7—Winter Board of Trustees Meeting

February 7th, Friday—Last Day to Change Pass/D/Fail

February 21st, Friday—Last Day to Add a Course, with Late Fee

February 21-22, Friday-Saturday—Winter Weekend

March 1st, Saturday—**Spring Vacation Begins**, Student Residences Close at Noon

March 15th, Saturday—Student Residences Open at 5:00 p.m.

March 17th, Monday—**Classes Resume**

March 21st, Friday—Last Day to Withdraw Passing with Late Fee

April 4-5, Friday-Saturday—Parents Advisory Council

April 8th, Tuesday—**Honors Day**

April 24-26—Spring Board of Trustees Meeting

May 2nd, Friday—**Last Day of Classes**; WL Deadline

May 3-4, Saturday-Sunday—Reading Days

May 7th (day only), Wednesday—Reading Day (day only)

May 5-9, Monday-Friday—**Exam Week**

May 9th, Friday—Semester Ends at 4:30 p.m.

May 12th, Monday—**Senior Grades Due 10:00 a.m.**

May 17th, Saturday—**186th Commencement**

May 20th, Tuesday—**Grades Due 10:00 a.m.**

May 23-25, Alumni Reunion Weekend; Alumni Council